



DEPARTMENT OF THE NAVY

NAVAL AIR STATION OCEANA
VIRGINIA BEACH, VIRGINIA 23460-5120

IN REPLY REFER TO:

NASOCEANAINST 5090.5

19

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NAS OCEANA INSTRUCTION 5090.5

Subj: HAZARDOUS MATERIAL (HM) MINIMIZATION AND ORDERING PROCEDURES

Ref: (a) CINCLANTFLT Norfolk VA 011400Z Jun 95
(b) Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP) Manual
(c) OPNAVINST 5090.1A (Environmental and Natural Resources Program Manual)
(d) NASOCEANAINST 5100.1C
(e) 29 CFR 1910.1200
(f) OPNAVINST 4110.2
(g) NASOCEANAINST 11345.1E

Encl: (1) HM Survey List Form
(2) HM Authorization Form
(3) HM Flow Chart

1. Purpose. To promulgate Naval Air Station (NAS) Oceana Station Consolidated Hazardous Materials Reutilization and Inventory Management Program (SCHRIMP) Division HM minimization ordering policies and procedures.

2. Scope. This instruction applies to all station departments, fleet units and tenant activities who use HM onboard NAS Oceana. For this instruction, HM is defined as any material with a Material Safety Data Sheet (MSDS). The SCHRIMP Division obtains HM and tracks it throughout its life cycle until it is consumed or disposed of as Hazardous Waste (HW).

3. Background

a. The SCHRIMP Division was established to allow "cradle to grave" management of HM. This results in cost savings through consolidation of inventories, reutilization of left-over or excess HM and reduction in the amount and cost of HW generated. Additional benefits of the CHRIMP program include reduction of personnel exposure to HM and decreased station environmental liability.

b. Controls. The success of the Navy CHRIMP Program depends on strict controls throughout the life cycle of HM. These controls include:

- (1) Authorized Use Lists (AULs)
- (2) Issue control
- (3) Quantity limitation

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- (4) Container tracking
- (5) Reporting and documentation/labeling
- (10) Material substitution
- (11) Inventory management
- (12) Regulatory compliance
- (13) Centralized HM storage
- (14) Inspection

c. Management Practices. SCHRIMP strives to reduce HM at NAS Oceana in the number of line items carried and total quantity stored. This is accomplished by recommending products already in use to customers requesting new products; aggressively eliminating excess, obsolete and expired material; stocking the smallest units of issue feasible and sound inventory management. Additionally, users participate in the reduction of HM through standardization of process, ordering exact quantities of HM needed, avoiding stockpiling and limiting the number of personnel ordering, storing and using HM.

d. Reuse, or "Cost Avoidance" HM. This is a major component of the CHRIMP Program. SCHRIMP reuses HM by reissuing material that has been returned by customers or obtained as excess material from other sources. These sources include Hazardous Materials Minimization Center (HAZMINCEN) Norfolk, activities advertising excess material and SCHRIMP customers that need to dispose of excess material. This reuse material is issued at no cost to authorized customers.

4. Policy. References (a), (b) and (c) promulgate Navy CHRIMP policy, directing Commanding Officers, tenant commanders and OICs to implement and integrate CHRIMP at all activities by 31 May 1998. Accordingly, all base departments and tenant commands at NAS Oceana shall be integrated into the local SCHRIMP. Those not already integrated shall be assessed on a case by case basis for a common sense implementation approach.

5. Action

a. AULs and MSDSs. Each activity shall have an approved AUL, corresponding MSDSs stamped with the NAS Oceana Control number and specific training prior to any HM use. SCHRIMP maintains the station master MSDS file and HM AUL by workcenter. The AUL shall be verified during local workplace inspections by the base Safety Office, SCHRIMP HM Branch and industrial safety reviews. For other HM safety information, see reference (d). It is the responsibility of the command/department/tenant to:

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(1) Initiate an AUL update, using enclosure (1), any time a new product is introduced into the workcenter or when the manufacture for a product already listed on the AUL changes. If the item is new and has not been previously authorized, the HM Authorization Form, enclosure (2), shall be submitted to SCHRIMP for approval before an order may be made.

(2) Review the AUL annually. Submit to SCHRIMP any new product information via the HM Survey List, enclosure (1).

(3) Maintain a current MSDS, with NAS Oceana unique stamped MSDS number, at the workcenter level. Ensure all personnel are provided training on each MSDS. Additional MSDS training is required when new HM is introduced into the workcenter per reference (d). Refresher AUL training shall be given annually to all personnel. Contact the SCHRIMP HAZMAT Branch at 433-2691 for any questions concerning AULs or MSDSs.

b. Ordering Procedures. Orders are normally taken over the telephone and deliveries are made four times a day. See enclosure (3) for the typical ordering flowchart. Each activity shall designate an authorized ordering agent and provide the following information to SCHRIMP in writing:

(1) Command, point of contact and phone number.

(2) Workcenter and last 4 numbers of social security number.

Each activity may order up to a one-week supply of items on the AUL. If the order is for other than Aviation Fleet Maintenance (AFM) billed material, such as janitorial supplies, a valid six digit Job Order Number (JON) shall be cited. Ordering hours are as follows:

NORMAL WORKDAYS/HOURS

SUN 1530-2300
MON 0700-2300
TUE 0700-2300
WED 0700-2300
THU 0700-2300
FRI 0700-1530

PHONE ORDERS: 433-2901

EMERGENCY PROCEDURES

After hours emergency requirements are handled by the SCHRIMP Duty Section. Contact the SCHRIMP Duty Section via beeper or the NAS Oceana Quarterdeck:

AFTER HOURS/EMERGENCY ORDERS:
Beeper (Digital): 670-2722
Quarterdeck: 433-2366/2367

c. Stocked Material. SCHRIMP HM stocking criteria includes, but is not limited to:

(1) Shall be on the Station AUL.

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(2) Shall have a MSDS on file.

(3) Demand frequency shall justify stocking.

(4) Meet safety, environmental and physical storage requirements.

d. Not Stocked Material. For a requirement that is not stocked at NAS Oceana or on the AUL, contact SCHRIMP at 433-2901.

e. Government Commercial Purchase Card. Procurement of HM through the use of a Government Commercial Purchase Card is allowed provided it is used only for "non-industrial" type HM that will be consumed in one week. These are products that are customarily sold to the general public in household use size containers such as light lubricants, flashlight batteries, toner cartridges, detergents, etc. These products shall be on the activity's AUL and MSDS, an NAS Oceana number affixed and be in the possession of the requester or user. Additionally, all quantities procured and disposition of said quantities shall be reported to SCHRIMP for inclusion in their cyclic reporting.

f. Authorized Patrons at Fleet Industrial Supply Center (FISC) Norfolk HAZMINCEN, PAINTMART and SERVMART. To minimize types and quantities of HM onboard NAS Oceana and comply with Department of Transportation HM shipping regulations over public roadways, SCHRIMP Division personnel are the only authorized shoppers for HM at the FISC Norfolk HAZMINCEN, Norfolk PAINTMART and Norfolk SERVMART. If customers identify other sources of free issue material, they are to contact SCHRIMP for receipt and storage assistance. Additionally, HM may not be ordered by customers through Uniform Automated Data Processing Systems (UADPS) U2 or Naval Aviation Logistics Command Management Information System (NALCOMIS) terminals because of the requirement of cradle to grave HM tracking and environmental HM usage reporting.

g. Deliveries. SCHRIMP delivers HM orders to customers four times daily: 0900, 1130, 1400, 1600. Emergency receipts or deliveries can be arranged any time. Excess, usable HM may be returned to the delivery driver during normal deliveries. Customers shall off-load their material with assistance from the SCHRIMP delivery driver. If desired, customers may pick up material at SCHRIMP, provided transportation of HM on public roadways does not occur.

h. Shelf-Life. The short shelf-life of some HM necessitates that SCHRIMP and its customers maintain an active shelf-life program. Shelf-life shall be labeled on all material issued from SCHRIMP and no material with expired shelf life shall be issued from SCHRIMP without the consent of the user. Type I shelf-life items shall not be extended. Type II shelf-life items shall be

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jointly extended by SCHRIMP and customers per the Hazardous Material Information System (HMIS) Ships Hazardous Material List (SHML) Shelf-Life Program.

i. HM Storage Lockers. HM lockers shall be appropriate for the type of material stored in them and incompatible material shall not be stored in the same lockers. All HM shall be stored in sealed containers (lids tightly capped) within the lockers. Lockers shall be kept locked at all times except during use by authorized personnel with the necessary training. Per reference (d), only a one week supply of material may be stored in these lockers. Periodic inspections of HM lockers shall be conducted by SCHRIMP and station Safety personnel to ensure required procedures are being followed.

j. Billing. SCHRIMP shall forward billing summaries by customer to the NAS Oceana Business Manager bi-monthly. Customer charges from the Business Manager should match the total of individual receipts provided to customers at time of delivery. Customers not under the cognizance of the NAS Oceana Business Manager shall initiate a JON for SCHRIMP issues by providing a NAVCOMPT Form 2275/2276, DD Form 1348 or other agreed on method of payment.

k. Container Tracking. Each container issued from SCHRIMP is bar coded for "cradle to grave" tracking. Empty containers shall be double-bagged for receipt by SCHRIMP Division personnel during regularly scheduled pickups. For safety and tracking reasons, activities shall not cut tops or bottoms off cans. Unscheduled pickups can be arranged by calling the HW Storage Facility at (3-3078). Activities that crush empty containers shall ensure the crushing process does not obliterate the container tracking bar code. SCHRIMP shall affix bar codes on the top or bottom of containers whenever possible to facilitate bar code preservation when crushing. Activities shall be monitored for return of containers. Container status reports (Master Container Tracking Report by Code) shall be forwarded to all customer activities for action on a quarterly basis.

l. Aerosol Can Puncturing. All aerosol can puncturing has been consolidated at SCHRIMP to facilitate container tracking. Aerosol cans (empty or partially used) shall be collected in 55 gallon drums provided at Aviation Intermediate Maintenance Department and Fighter Wing collection sites or double bagged for call-in receipt. Customers shall remove nozzles and caps before placing aerosols in drums or bagging to preclude accidental discharge and facilitate puncturing operations.

m. Reusable Rags. SCHRIMP funds a basewide contract for recyclable high quality cloth shop towels as part of the Pollution Prevention Program. This service provides weekly delivery of clean towels to the user location and pickup of

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soiled towels for cleaning. To be added to the contract, customers shall provide the following information in writing to SCHRIMP:

- (1) Command, point of contact and phone number.
- (2) Delivery point on base (Building number).
- (3) Number of clean shop towels required per week.

n. Training. All military and civilian personnel involved in the handling or use of HM are required to receive Federal Hazard Communication training. Federal Hazard Communication training is provided by the General Safety Office on a scheduled basis. Additionally, supervisors are required to conduct department unique initial and annual refresher training for all personnel handling HM. Some examples of training are AUL, MSDS, compatibility, labeling requirements, physical and health hazards of chemicals, department unique HM operations, proper use of and safety precautions to follow when working with HM, etc. Personnel shall be trained before they are assigned duties requiring the use of HM, when new items are used and when the process involving HM changes. Refer to references (d), (e) and (f) for training requirements.

o. Review of Navy Specifications. Users of HM shall continually review Navy specifications to determine methods to reduce HM use per references (a) through (f). SCHRIMP shall make recommendations for HM substitution. Per reference (f), the Hazardous Material Control and Management (HMC&M) Committee, chaired by the Executive Officer, shall review and approve or disapprove recommendations and serve as a sounding board for any HM issues.

(1) Cost Analyses. Per reference (f), recommendations on use of HMs or substitution of less HMs shall be supported by an economic analysis. Such analysis shall include cost factors and intangibles, such as savings from reduction in training, reduction of personnel HM exposure, reduction of environmental liability and other HM/HW related impacts.

(2) Documentation. Cost analyses shall be prepared in writing by cognizant personnel and reviewed by the HMC&M Committee. When substitution decision is made, documentation of the review process shall be maintained on file by SCHRIMP for at least two years.

(3) Hazardous Material Substitution Review Team (HMSRT). This subcommittee of the HMC&M Committee consists of representatives from SCHRIMP, Safety, Base Civil Engineer (Environmental Compliance Division), Naval Aviation Engineering Service Unit, HM users and others as necessary. The HMSRT meets

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as necessary to evaluate HM used and stored onboard NAS Oceana. Additionally, this team makes recommendations for HM reduction or substitution to the HMC&M Committee.

p. Disposal. All HW require disposal through the NAS Oceana Supply HW Branch. Reference (g) provides guidance for proper disposal. If there are any disposal questions, call 433-3078.



S. E. BENSON

Distribution:
NASOCEANAINST 5216.1R
Lists I (Case A), II and III

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CONTACT
PHONE

DELETIONS _____

**Average
Amount
in
Storage**

Enclosure (11)

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HAZARDOUS MATERIAL AUTHORIZATION

ACTION

☐ One Time Use ☐ Add to AUL ☐ Modify AUL

MATERIAL INFORMATION ---ATTACH MSDS---FSC - NIIN - MSDS No. Material Name Manufacturer Amount Requested (Lb, Oz, Gal)

PROCESS INFORMATIONMaterial Used For Method of Application Amount Used Annually (Lb, Oz, Gal) Excess/Waste To /

USER INFORMATIONTenant Command or NASO Department Work Center Bldg # Signature Date Title Phone

Reviewed by CO, OIC, Department Head

Signature Date

HAZARDOUS MATERIAL CONTROL PROGRAM MANAGER APPROVAL☐ Approved ☐ DeniedSignature Date

SAFETY MANAGER REVIEW☐ Approved ☐ DeniedSignature Date

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NAS OCEANA HAZARDOUS MATERIALS FLOW

